

OLC 78-5148/1

13 September 1978

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MEMORANDUM FOR: Deputy Director of Central Intelligence
THROUGH: Administrative Officer, DCI
FROM: Legislative Counsel
SUBJECT: Sensitive Document Control
REFERENCE: Your Memo, Same Subject, dtd 1 September 1978
(ER 78-2534/1)

1. In response to referent memorandum, the Office of Legislative Counsel, on 6 September 1978, instituted a complete and thorough inventory of all Top Secret and Sensitive Compartmented Information (SCI) material in our possession. This inventory will take some weeks to complete. We intend to do such an inventory at least once each year in the future. We are limiting it to Top Secret and SCI material because they are, by virtue of their classification "sensitive." It would be an almost impossible task to identify other "sensitive" material in our files, unless the originating office notified us of their existence.

2. In the past all Top Secret and all SCI material received in OLC was logged using Form #312 "Top Secret Posting." At present, all of this material is logged using Form #516 "Top Secret Control Card."

3. Since receipt of your memorandum, we have restricted access to our Registry to OLC Registry personnel only. We are in the process of installing "railings" at the doors to the Registry in order to facilitate the control. We are investigating the feasibility of installing separate safes in the Registry for the filing of all Top Secret and SCI material. The Registry, which is a vaulted area, is equipped with open shelf filing and there are no safes in the room at present.

4. We are also tightening controls internally. Effective immediately, all OLC files will contain a "document accountability sheet" which will be used as follows: When a file is borrowed from Registry and it contains Top Secret and/or SCI material, the sheet will be filled in with the control number, document number and date of any and all such material. The person borrowing the file will sign the sheet. When the material is returned to the Registry, the sheet will be marked "returned" and dated. The

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sheet will be kept with the file. In this way, we will know at all times who has seen a particular file containing Top Secret and/or SCI material. Also, all of this material will have the appropriate cover sheets on them. OLC Registry personnel will ensure that these cover sheets are properly signed and dated. We feel with all of these controls, we should have a very efficient control system.

5. One problem we cannot control concerns documents coming to OLC from other offices, e.g., the NID, the Executive Summary, and other summaries, reports, etc., which come to OLC with no receipts or other controls. We feel all of these documents should have receipts to be signed by OLC and OLC should be able to get receipts signed when the documents are returned to the originator.



✓ Frederick P. Hitz

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